

29 November 1955

MEMORANDUM FOR: OLEX, M

SUBJECT: PO Monthly Report for November 1955

1. Cards forwarded to Main Index as result of Projects: 13,500 244

2. Total Projects

Opened this month 3

Opened prior months 53

Total Open Projects.....56

Closed this month 1

Closed prior months 184

Total Closed Projects.....186

3. Records Management

a. Records Retired to RI/AR

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>
PL	3	.8
PP	1	.5
PTC	1	.1
ES	9	1.6
PR	7	2.0
SE	1	.1
SR	3	1.1
WE	2	.3
WH	2	.4
Total	29	6.9

b. Records Retired to RI/WI

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. ft.</u>
PT	1	.3
SE	6	1.5

PS	22	7.9	
HEA	31	4.0	
SE	16	3.7	
SR	2	.4	
WE	26	5.6	
Total	105	23.4	

3. Records Retired to CIA Library

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>
SE	7	2.7
SE	1	.2
HEA	2	.3
SE	1	.3
SE	15	4.8
SE	9	12.1
SE	8	2.6
Total	53	22.8

4. Records Retired to GS Records Center

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>
XI	3	40.0
Total	3	40.0

5. Records Destroyed (Non-Record Material)

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>
SE	1	2.0
SE	4	26.0
HEA	1	.4
SE	1	.5
SE	1	.5
Total	31	29.4
Total Records Retired and Destroyed		122.5

6. Vital Documents

Packages IN.....179
Packages OUT.....7

Microfilm Reels IN.....158
Microfilm Reels OUT.....32

7. Filing Equipment and Forms Control

a. Filing Equipment Approved

Four drawer legal size safe.....6
Four drawer legal size supply cabinet...20

b. Forms Approved.....P

5. CI Staff survey initiated, one more Division to be surveyed before complete.
6. Made arrangements for taking over DD/P area at the CIA Records Center and for moving material from RI/Archives to Center.
7. RI/PO typist, typed 2250 cards in 3 hours.

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[REDACTED]

RI/PO